



## UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS BASE

814 RADFORD BOULEVARD  
ALBANY, GEORGIA 31704-1128

Canc: Dec 03

BBul 5060

A50000

21 Nov 03

### BASE BULLETIN 5060

From: Commanding Officer

To: Distribution List

Subj: CHRISTMAS TREE LIGHTING CEREMONY

Encl: (1) Sequence of Events

1. Situation. Each year MCLB Albany sponsors a Christmas Tree Lighting Ceremony, which officially marks the beginning of the Christmas season aboard base. This year the ceremony will be held on 7 December 2003 beginning at 1600. The ceremony will be conducted at the Christmas tree in front of Building 3500, just inside the front gate. Festivities for the tree lighting ceremony will include Christmas music by the MCLB Albany Marine Band; caroling; Chaplain's invocation; the lighting of the tree; Energy Awareness Holiday Yard Decorating Awards; refreshments/food; and the arrival of Santa Claus.

2. Mission. The purpose of this Bulletin is to publish information for the annual Christmas Tree Lighting Ceremony to be held 7 Dec 2003 at 1600.

3. Execution. Enclosure (1) lists the general sequence of events and timeline for the lighting ceremony. All members of the MCLB family, civilian and military, married and single, with or without children, are invited to participate in this holiday celebration.

#### 4. Administration and Logistics

##### a. Administration

(1) In the event of inclement weather, the ceremony will be held 14 Dec 2003 at 1600.

(2) Uniform: Civilian attire.

(3) Parking will be at building 3500 and Human Resources parking lot.

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(4) Curbside parking is not permitted.

(5) Santa will be available to visit with the children.

(6) Each family member is encouraged to bring one ornament to hang on the community Christmas tree.

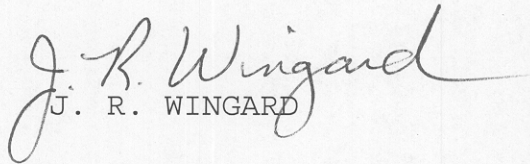
(7) Family members will pick up ornaments on the 7<sup>th</sup> of January, in the I&L Coordinators office, Building 3500, wing 500, room 506.

b. Logistics. A LOI has been published for logistics.

5. Command and Signal

a. Command. This Bulletin is applicable to tenant activities aboard the base.

b. Signal. This Bulletin is effective date of signature.

  
J. R. WINGARD

Distribution: A



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GENERAL SEQUENCE OF EVENTS FOR  
CHRISTMAS TREE LIGHTING CEREMONY

- 1600- CHAPLAIN WELCOMES EVERYONE TO THE CEREMONY AND  
GIVES INVOCATION...DIRECTS EVERYONE TO THE AREA OF  
REFRESHMENTS PROVIDED BY MCCS FOR DINING.
- 1610- FAMILY MEMBERS PLACE DECORATIONS ON TREE AT THIS TIME.
- 1615- BAND PLAYS BACKGROUND MUSIC.
- 1645- SANTA ARRIVES AND ENTERTAINS CHILDREN (**BAND STOPS**) .
- 1700- PARTY BAND PLAYS.
- 1715- CAROLERS AND SPECIAL CHRISTMAS MUSIC.
- 1733- OD PLAYS EVENING COLORS.
- 1735- CHAPLAIN INTRODUCES THE COMMANDING OFFICER,  
MARINE CORPS LOGISTICS BASE, COL J.R. WINGARD.
- 1740- COMMANDING OFFICER INTRODUCES THE GEORGIA POWER  
REPRESENTATIVE, MR. JAY WELLS.  
MR. WELLS PRESENTS CHECKS TO THE WINNERS OF THE HOUSE  
DECORATING CONTEST: OFFICER WINNER, SNCO WINNER, NCO  
WINNER & BARRACKS MARINES.
- 1750- CHAPLAIN WILL GIVE BACKGROUND INFO ON SIGNIFICANCE  
OF CHRISTMAS AND/OR THE LIGHTING OF THE TREE.  
CHAPLAIN WILL ANNOUNCE THE WINNER OF THE RAFFLE AND  
ASK THE WINNER TO COME FORWARD TO LIGHT THE TREE.  
CHAPLAIN WILL GIVE BENEDICTION.

Enclosure (1)